



AIM Data Checklist

TEST WINDOW (TW) COUNT: ENROLLMENT, ABSENCE AND AGGREGATE HOURS COLLECTION

- ____ Verify that all students have an enrollment and no overlaps: *"Index>Student Information>Reports:>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap."*
- ____ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes](#).)
- ____ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
- ____ Verify that all completed Special Education ERs and IEPs are locked.
- ____ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or [MT Programs: Youth Challenge](#))

NOTE: Absences **ARE** entered for the TW Count. TW Enrollments are **NOT** used for ANB funding.

- ____ Follow the [Test Window Enrollment & Aggregate Hours Collection Guide](#) to:
 - ____ Check Service Type for all students and assure Aggregate Hours match accordingly.
 - ____ Enter Aggregate Hours and Absences for all students.
 - ____ For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that Aggregate Hours are equal to the hours for the Winter count date.
- ____ Verify Data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student TW Missing Aggregate Hours" and other "TW" and "ALL" ad hoc reports."
- ____ Follow the [MT Programs: Job Corps & MTDA](#) or [MT Programs: Youth Challenge](#) guides to:
 - ____ Enter End Dates and/or Start Dates for MT Youth Challenge Students
 - ____ Verify continued participation and grade level for continuing Job Corps Students
 - ____ Create Flags for Job Corps and MT Youth Challenge students.
- ____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition or MT Edition Value Added users only).

All AIM guides and documents referred to in this checklist are available at
<http://opi.mt.gov/Reports-Data/AIM/>

More Helpful AIM Links:

- ____ Review the [AIM Collection Schedule](#).
- ____ Review the [AIM New User Guide](#).
- ____ Submit an [AIM District Contacts Update Form](#).
- ____ Subscribe to the AIM Mailing List (and other lists of interest) at: [OPI AIM Mailing List](#).

For further assistance, contact the AIM Help Desk at
opiaimhelp@mt.gov or 1-888-424-6681.